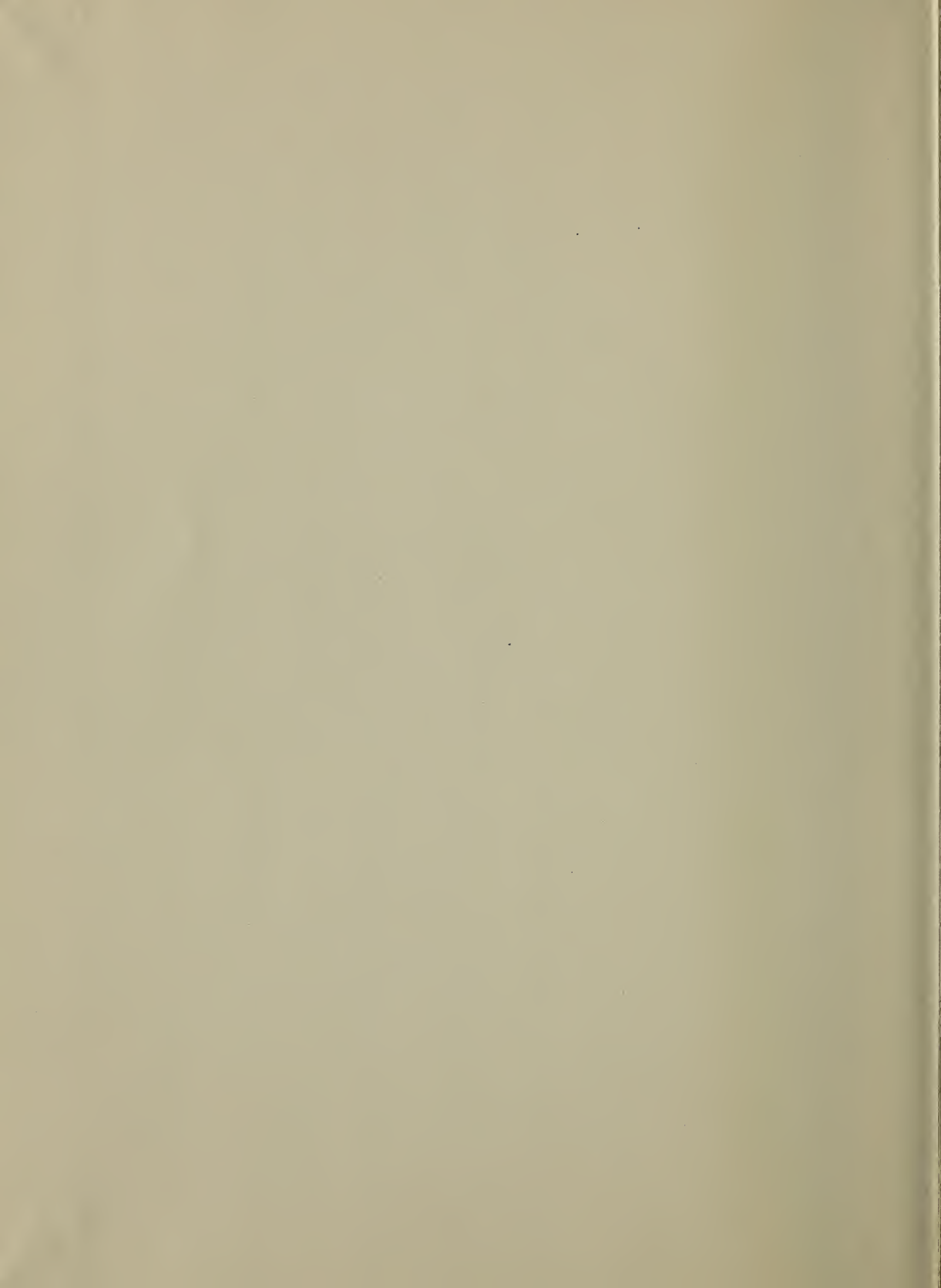


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PHONETIC SHORTHAND TYPEWRITING



A SYSTEMATIC AND SCIENTIFIC METHOD OF SHORTHAND WRITING FOR THE TYPEWRITER

Published by

The Phonetic Shorthand Typewriting
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PREFACE

This system up till the present, has only been taught in private, but the Author in response to insistent demands for the system in book form, takes pleasure in presenting it to the public, where it will find a much wider field of usefulness. If past results are to be taken as a criterion, it will displace ordinary shorthand wherever a typewriter is available.

The system is unique. It can be used on any typewriter and on any paper. It does away with all placement writing, heavy and light lines, long and short lines, circles, dots, dashes, hooks, etc.

It enables an operator to read another operator's notes with perfect ease and absolute accuracy, an incalculable advantage in thousands of business houses. Notes never grow stale, and they may be read at any future time as readily as when made.

This system is the fastest method of recording speech by hand. Matter can be recorded at from three to ten times faster than can be done on a typewriter in the ordinary way, and even a slow operator can take dictation faster than will ever be required.

Speed is attained very rapidly, for this system eliminates the months of steady grinding practice needed in all other methods, where accurate formation of lines, etc., is absolutely essential to success. It eliminates months of practice on word exercises and phrases, etc., and in fact does away with most of the labor, time and study required in all other systems or recording speech by hand.

For private codes, any number of changes may be made to insure secrecy. Slight changes made in the vowel signs, prefixes, affixes, etc., will render it impossible for a stranger to read the code.

INSTRUCTIONS

Typists who do not use ordinary shorthand, will only find it necessary to become accustomed to the pronunciation of the vowels and consonants, and then a little practice will make them proficient.

Shorthand typists may begin the system at once, as they will only find it necessary to study the word signs, the vowel characters, and a few minor details.

The examples given here are for the purpose of showing the untrained student how to write words according to sound, together with a systematic and scientific method of indicating prefixes, affixes, etc., both objects being attained by using the standard typewriter characters. The alphabet proper is not suited for such a purpose.

After the lessons are learned, new matter may be taken up at once for daily practice.

Master each lesson thoroughly before starting on the next one.

Spell and write all words according to sound. Omit silent letters. Example:—'neighbor' is pronounced and written 'nabr'.

If you have never studied shorthand before, study the vowels and consonants, together with their pronunciation till you are thoroughly familiar with them.

Initials and proper names are indicated by using the reverse bracket sign) or any other character more convenient, and which is not used in this system. The character precedes the initials or name, and takes the place of the usual space. Initials should be written in small letters without periods.

In general writing, where the context will indicate the shade of the vowel in 'a' and 'e', it will not be found necessary to use the capitals 'A' and 'E' unless for unfamiliar words. In typewriters with three banks of keys, it will be desirable to apply this rule as far as possible with the vowels a, e, i, o, u, in order to save the use of the shift key.

SPECIAL INSTRUCTION

If a mistake is made when taking notes, strike the comma twice to show this, and repeat the word.

When the exercises are practiced, write the phonetic form at least 10 times, at the same time pronouncing the phonetic sounds aloud. Then cover the abbreviations and practice the words at least 10 times again. Then go over the work carefully to discover any errors, and practice any words written incorrectly. This will train the memory perfectly

Daily practice of some of the lessons already learned will increase the speed rapidly. The student should also practice original phrases after each lesson is learned, using as far as possible the words contained in the former lessons.

Punctuation, commercial signs etc., remain unaltered.

Phonetic Shorthand Typewriting Alphabet

Characters are shown as indicated

CONSONANTS

f	by	f	n	by	n	w	by	w
v		v	m		m	s-z		s
p		p	g		g	sh-ish		S
b		b	k		k	ch-chay		c
t		t	j		j	ng		G
d		d	h		h	nk		K
l		l	x		x	th-ith		T
r		r	y		y			

VOWELS

a	as in	same	shown by	a
a	"	bat	"	2
a	"	balm	"	A
e	"	bean	"	e
e	"	den	"	E
i	"	pity	"	3
o	"	ode	"	o
o	"	pot	"	4
aw	"	audit	"	5
u	"	tuck	"	6
oo	"	look	"	7
oo	"	doom	"	8

DIPHTHONGS

i	as in	isle	shown by	i
u	"	unit	"	u
ow	"	howl	"	9
oi	"	oil	"	0

The vowels are arranged so as to give the maximum speed with as little use as possible of the shift key on the Standard Typewriter Keyboard.

LESSON ONE

There are a few short words which in ordinary shorthand, require a sign for each letter. These words are infrequent, but it is best to write them in the phonetic form for practice.

Practice carefully according to instructions already given.

GENERAL EXERCISE

VOWELS 'A' AND 'E'

ache	ak	edge	Ej	gray	gra	shave	Sav
neat	net	hitch	h3c	eagle	egl	apple	2pl
rail	ral	palm	pAm	had	h2d	chap	c2p
gain	gan	cake	kak	train	tran	beak	bek
meet	met	eat	et	tray	tra	balm	bAm
team	tem	lay	la	nail	nal	chain	can
hat	h2t	eddy	Ed3	tale	tal	shake	Sak
mean	men	came	kam	deem	dem	ledge	lEj
kill	k3l	lane	lan	reed	red	rave	rav
gear	ger	lamb	l2m	hack	h2k	badge	b2j
lake	lak	rack	r2k	chill	c3l	page	paj
acre	akr	maim	mam	jack	j2k	acme	2kme
deed	ded	rag	r2g	rage	raj	treat	tret
neck	nEk	lick	l3k	reap	rep	rainy	ran3
eke	ek	hill	h3l	peep	pep	creed	kred
key	ke	mill	m3l	play	pla	fame	fam
aim	am	deck	dEk	fear	fer	cheat	cet
day	da	reel	rel	beer	ber	knave	nav
writ	r3t	ill	3l	fish	f3S	fetch	fEc
knee	ne	fail	fal	chief	cef	cheap	cep
brain	bran	cliff	kl3f	brave	brav	peach	pec
kick	k3k	free	fre	cave	kav	wreck	rEk
feel	fel	peal	pel	able	abl	half	h2f
back	b2k	pale	pal	nap	n2p	calf	k2f

weed	wed	wade	wad	shaggy	S2g3	headway	hEdwa
weep	wep	quick	kw3k	beetle	bet1	health	hElT
ahead	2hEd	dwelt	dwEl	weave	wev	athlete	2Tlet
quail	kwal	whiff	wh3f	deacon	dekn	theme	Tem
year	yer	skate	skat	ticket	t3kEt	heavy	hEv3
away	2wa	grave	grav	narrate	n2rat	cream	krem
ready	rEd3	trap	tr2p	sherry	Ser3	merry	mEr3
rally	r2l3	crash	kr2S	marine	m2ren	preach	prec
attic	2t3k	trash	tr2S	bridge	br3j	vague	vag
tickle	t3kl	decay	deka	parish	p2rS	shame	Sam
trick	tr3k	abate	2bat	palate	p2lEt	shade	Sad
Yale	yal	frame	fram	flinch	fl3nc	brief	bref
wave	wav	flash	flaS	pledge	plEj	essay	Esa
wage	wag	allege	2lEj	appeal	2pel	gaze	gas

VOWELS 'O' AND 'OO'

door	dor	cuff	k6f	alone	2lon	coach	koc
loan	lon	hush	h6S	holy	hol3	ought	5t
dawn	d5n	whom	h8m	tattoo	t2t8	core	kor
goal	gol	fudge	f6g	elbow	Elbo	blow	blo
shut	S6t	huff	h6f	ball	b5l	yawn	y5n
shawl	S5l	pool	p8l	rogue	rog	tough	t6f
shoal	So1	hook	h7k	rope	rop	mud	m6d
muff	m6f	bore	dor	oven	6vn	toad	tod
lucky	l6k3	pawn	p5n	roam	rom	mode	mod
botch	b4t	dodge	d4j	comb	kom	hot	h4t
broad	br5d	lodge	l4j	coal	kol	foam	fom
motto	m4to	talk	t5k	knoll	n5l	loaf	lof
adore	2dor	foot	f7t	tone	ton	cope	kop

own	on	coach	koc	pillow	p3lo	widow	w3do
shoe	S8	shoot	S8t	blown	blon	hobby	h4b3
who	h8	gush	g6S	yellow	yElo	Yarrow	y2ro
obey	oba	yoke	yok	wash	w5S	chuckle	c6kl
hope	hop	Maud	m5d	watch	w4c	hollow	h4lo
chop	c4p	yore	yor	cool	k8l	shallow	S2lo
Paul	p5l	odd	5d	gull	g6l	wrought	r5t
arrow	2ro	shaw	S5	home	hom	shove	S6v
John	j4n	show	So	moan	mon	shook	S7k
moan	mon	foe	fo	mood	m8d	taught	t5t
hall	h5l	dough	do	dome	dom	huddle	h6dl
whole	hol	beau	bo	doom	d8m	awoke	2wok

DIPHTHONGS

hue	hu	fine	fin	ounce	9ns	bough	b9
cow	k9	huge	huj	chime	cim	annoy	2n0
toy	t0	mute	mut	guide	gid	Hoyle	h0l
thou	T9	toil	t0l	alloy	2l0	invite	nvit
cue	ku	ripe	rip	mouth	m9T	unique	unek
thy	Ti	mine	min	noise	n0s	adjoin	2j0n
sigh	si	fight	fit	rhyme	rim	price	pris
vow	v9	Nile	nil	exude	xud		
tile	til	youth	uT	feud	fud		

LESSON TWO

SIMPLE PREFIXES AND AFFIXES

con, com, coun, cog, are shown by **k**, and the vowel is omitted in the prefixes **en**, **in**, **un**, **em**, **im**, when the prefix is followed by a consonant.

Tion, Sion, (Shun) by **S**
 Ily, Ally by **I**
 Ing or Thing by **q**

Ings by **Q**
 Ly by **Y**
 Ex by **x**

being	bq	compass	Kp2s	explode	xplod
siege	seg	condole	Kdol	solemn	s4lm
thief	Tef	emboss	mb5s	scratch	skr2c
link	lK	ringing	r3qq	scream	skrem
booth	b8T	singing	s3qq	serene	seren
death	dET	making	makq	sparrow	sp2ro
sayings	saQ	oration	oraS	relation	relaS
convey	Kva	calmly	kAmY	thickly	T3kY
session	sES	readily	rEdI	anything	neq
fashion	f2S	feelings	felQ	condone	Kdon
wrong	r5G	enrich	nr3c	complex	KplEx
chase	cas	totally	totI	concave	Kkav
envy	nv	invasion	nvaS	readings	rebQ
seem	sem	doing	d8q	craftily	kr2ftI
guess	gEs	shipping	Spq	infamous	nfam6s
score	skor	hymns	h3ms	impress	mprES
snake	snak	smash	sm2S	expression	xprES
unfit	nf3t	throat	Trot	everything	Evq
extol	xtol	threat	TrEt	brutally	br8tI

LESSON THREE

BLENDED SIGNS, ETC.

The following combinations are pronounced as syllables, and minor vowels are omitted. Diphthongs and strongly accented vowels are inserted however, as in **dean**, **dime**, **team**, **tame**, **dome**.

Give the **ten**, or **den** blend the preference when there is a choice as in **intention**.

ten tn	def df	man M	sus z
den dn	dev dv	men M	ces z
tem tn	tive V	mem M	per P
dem dm	jent J	ded D	pur P
ent nt	jend G	det D	pro P
end nd	pent T	ted D	xes X
emt mt	pend N	ses z	
emd md	sive sv	sis z	

GENERAL EXERCISE

cargo krgo	depend dN	cessation zaS
boxes b4X	expend xN	opened oN
faces faz	immense 3mns	Ottoman 5toM
masses m2z	dense dns	commonly KnY
margin mrjn	condemn Kdm	profound Pfnd
teases tez	autumn 5tm	divided dvid
leases lez	maintain mntn	demanded dMD
invited nviD	menace Mas	annexes 2nX
permit Pm3t	omen oM	pursuit Psut
deal del	cheapened oen	profess PfEs
ordain 5dan	impending mNq	guesses gEz
detail dtal	passes p2z	tarnish trns
mile mil	possess poz	memory Mre
indorse ndrRs	possesses pozz	certain sRtn

edifice	Edf3s	timid	tm3d	obtain	5btn
festive	fEsV	perverse	Pvrs	surprise	srpris
tenets	tnEts	mutton	m6tn	emanate	EMat
divide	dvid	seemed	semd	detection	DEkS
signed	sind	attempt	2tmt	effeminate	EfEMat
devout	dv9t	fastened	f2snd	starvation	strvaS
gained	gand	happened	h2pnd	continent	Ktnnt
defeat	dfet	attentive	2tnV	attendance	2tndns
detain	detn	tendency	tndnse	contingent	KtnJ
defame	dfam	condense	Kdns	contemplation	KtmplaS
printed	pr3nD	extension	xtnS	condensation	KdnsaS

LESSON FOUR

WORD SIGNS AND SYMBOLS ARRANGED ALPHABETICALLY

In general writing and speaking, the variety of words used is surprisingly small, the vocabulary of most people being confined to the use of a few hundred.

Many of these words occur so frequently, that it is desirable to show them in the briefest possible manner. Each character can be used to show one or more words of which it happens to be a prominent sound in most cases.

The list shown here by single characters alone, has been so carefully chosen from the best authorities, that it shows about 70 per cent of all words used in writing or speaking.

The list should be memorized by practice so that they can be written instantly.

a a	h he	p please
b able	h here	p put
B about	C his	Q quality
F after	9 how	? question
5 all	3 him	' quotation
M am	I i	quote
a an	f if	W right-
n or & and	n in	write
N any	z is	A say
0 appoint-	3 it	s self
-point	I its	V selves
r are	J judge	E send
2 as	j jury-just	H ship
3 at	o know-no	H short
b be	l less	Z shall
B been	A last	7 should
6 but	L let-ter	S sir
b by	l like	Z so
k can	G long	M some
c change	k make	S stand
K could	Y may	K thank
d dear	m me	t take
D do	5 more	t that
V ever-y	i my	e the
() enclose-	4 not	T their-
d-ing	N now	there
X expect-	# number	T them
-ed-ing	v of	G think
x extra	4 on	s this
F for	8 one	a they
f from	R or	q thing
g give-n	o over	m time
g go-good	r our	8 to-o-two
d had	9 out	Y truly
2 has	P particu-	U under
v have	lar-s	6 us

U use	R were	I with
P up	H what	7 would
v very	c which	C yes
z was	W where	u you-r
E we	y why	y yours
w well	w will	

LESSON FIVE

PHRASE WRITING

By this is meant the writing of two or more words, by the use of word signs, without spacing.

The student should cultivate this method as much as possible, as the saving in time and space is enormous.

Unlike ordinary shorthand systems, which advise against joining more than a very few words, this system allows and advises the use of the greatest possible number of words in phrases. The wide range of available characters allows this, as well as the fact that the characters are not subject to variation as when written by hand.

At first, practice only words which seem to have a natural connection in speaking, and which are shown by a single character.

The student will learn to form special phrases depending on his particular line of work.

If desired, phrases may be instantly identified by using the preceding sign of 'z'. This sign will take the place of the space between words and should not be used at the end of the phrase.

you can	uk	you have	uv	which can	ck
there were	TR	about our	Br	which the	ce
there will	Tw	are on the	r4e	if you will	fuw
there is	Tz	we enclose	E()	yours truly	yY
as long as	2G2	we will ship	EwH	you will	uw
about all the	B5e	we do not think			ED4G
as you have it	2uv3	that you are the			ture
you have been	uvB	we expect you will			EXuw
have been able	vBb	as it could have been			23KvB
as if you would	2fu7	please let us have particulars			pL6vP

ADDITIONAL WORD SIGNS

above	2b6	bill of lading	b/l
accept-ance	2ks	body	b4
accord	2kr	bound	bn
accordance	2krns	bring	b3
account	2Kt	business	bs
acknowledge	2k	call	k5
acquaint-ance	2ka	capital	kpt
advance	2v	car-correct	kr
advantage	2vj	care	ka
advertise	2vt	carry	ke
advertisement	2vtm	certificate	sRt
advertising	2vtq	character	k2k
agent	aj	charge	cj
agree	2g	check	ck
allow	2l	clear-ly	kle
always	5ls	clerk	klr
amount	2mt	collect	k5l
arrange-ment	2ra	come	km
ask	sk	communicate-	
assist	zt	ion	Ku
attention	tnS	company-keep	Kp
avoid	2v0	consider	Ks
balance	b2l	consideration	KsS
because-cause	ks	copy	kpe
become-book	bk	corporation	krp
behalf	bf	correspond-	
behind	bi	ence	krEs
belief-believe	be	course	krs
better	bt	cover	kv
between	btn	credit	krE
beyond	b4n	custom	k6s
bill	bl	deliver	dl

date, did	dd	general	jEn
definite	dfn	gentlemen	jnt
desire	ds	glad	gl
determine	RM	God	gd
devote	dvt	gone	gn
differ-ent-ence	df	got	gt
difficult-y	dfk	govern-ment	gv
direct	drk	great	gr
discount	sk9	hand	hnd
discrepancy	skE	house	h9s
draft	drf	immediate-ly	3me
duplicate	dup	important,	
during, Dr.	dr	importance	mp
duty	dte	improve-ment	mpr
educate	Edu	industry	nds
effect	fk	influence	nf
either	eT	instance,	
else-list	ls	instant	ns
end	nd	insure	
endure	ndr	insurance	nS
enough	n6f	invoice	nvs
exist-ence	xs	kind	ki
experience	xpe	knowledge	n4j
fall-follow	f5	light	li
far-favor	fa	little	l3t
fault	f5t	look	l7
find	fi	market, Mr.	mr
firm	fRm	mortgage	mRg
first	fRs	most	mo
form	Fm	move	m8
friend-ly	fr	much	mc
full-y	f7	must	ms
furnish	fR	Messrs.	mz
future	ft	name	na
gave	ga	never	nv

newspaper	nsp	society	sos
object	4b	speak-speech	sp
oblige	obl	spirit	spr
occasion	kaS	state	st
occupy-		statement	stM
occupation	5kp	stock	st4
office	5s	strange	stj
opinion	opn	strength-strong	str
order	Rd	sufficient-cy	s6f3
organize-		suggest-ion	s6j
organization	Rg	sure-ly	S8
principle	pr	sincerely	s3n
publish-public	pb	teach	tc
publication	pbS	territory	tRt
railroad	rr	than-then	Tn
railway	rl	thorough-ly	Tr
real-regard	re	those	Ts
receipt-		throughout	Tr89
receive	rse	to-morrow	tmR
recent	rs	trust	trs
record	rkd	truth	tr
refer-ence	rf	until	nt3
regret	reg	unless	nl
remit-tance	rem	usual-ly-wish	uS
remark	rm	value	v2l
reply	rep	want	4nt
report	rpr	wealth	lT
respect-ful-y	res	week	ek
return	ret	went	Ent
represent	rp	while	il
satisfaction	s2tS	wire	ir
satisfactory-		wonder	wnd
satisfy	s2t	word	Rd
says-system	ss	work	rk
season	ssn	when	En
small	sm5	yesterday	Est

LESSON SIX

THE CONTRACTING PRINCIPLE

Abbreviate as in long hand without the use of the period. Write only the important sounds of a word, which are usually the first, and omit the rest. As the student becomes accustomed to reading abbreviated writing, he will contract words to a greater extent than at first, and will adapt the rule to familiar words in his particular line of work.

This rule together with the use of prefixes and affixes, will dispense with the necessity of memorizing thousands of word signs as in other systems.

After abbreviated words, the hyphen - shows the past tense.

bal(ance)	b2l	cal(culate)	k2l	abandoned	2b2n-
cap(able)	kap	calculated	K2l-	num(erosus)	num
suc(cess)	s6k	chil(dren)	c3l	anon(ymous)	2n4n
un(ion)	un	dilap(idate)	dl2p	delib(erate)	dl3b
pov(erty)	p4v	dis(count)	d3s	deliberated	dl3b-
pop(ular)	p4p	eloq(uent)	ElOk	freq(uent)	frek
pol(icy)	p4l	Eng(land)	3G	frequented	frek-
orig(inal)	or3j	estab(lish)	Estb	grat(itude)	gr2t
num(ber)	n6m	rev(erend)	rEv	scrup(ulous)	skr8p
neg(lect)	nEg	priv(ilege)	pr3v	innoc(ence)	3nos
neglected	nEg-	lang(uage)	l2G	irresis(tible)	3rz
leng(th)	lEG	alph(abet)	2la	knowl(edge)	n4l
lib(erty)	l3b	abs(ent)	2bs	mod(erate)	m4d
gen(eral)	jEn	aband(on)	2b2n	remem(ber)	reM
fam(iliar)	f2m			remembered	reM-

TERMINATIONS

Ary, Ory, shown by		W	Er, Or, shown by		R
creditor	krER	speaker	spkR	insured	nS-
directory	drkW	shipper	SpR	kinder	kiR
avored	fa-	caused	ks-	wanted	wnT
corrected	kr-	nearer	nerR	director	drkR
publisher	pbR	fuller	f7R	returned	ret-
customary	k6sW	giver	g3R	recorder	rkdR

OMISSION OF VOWELS AND CONSONANTS

When two vowels occur together, the more prominent of the two is written, and the other usually omitted.

deity **dete** dial **dil** royal **r0l**

In the body of a word, the short sound of u or ow are omitted before n, m, ng, nt, nd.

round	rnd	pungent	pnjnt	sunk	sK
sun	sn	come	km	run	rn
found	fnd	rung	rG		

The vowel is omitted in the prefixes be, de, re, dis, mis, with these exceptions:—when de precedes k, g, as in decay, degrade, and when re precedes k, g, r, l, n, m, t, d, as in recast, regain, rewrite, relate, renown, remiss, retail, redound.

debar	dbr	begun	bgn	misgivings	msg3Q
disease	dses	depend	dN	beneath	bneT
distance	dstns	revise	rvis		

The vowels u as in tuck, and oo as in doom are omitted after r or l when followed by sh, ch, or j.

solution **sols** drudge **drj** flush **fls** rush **rs**

The vowel is omitted in the terminations **ation**, **dition**, **mation**, **mission**, **nation**, **niton**, **tation**, **tition**, **age**.

ignition	3gnS	station	stS	stagnation	st2gnS
bondage	b4ndg	addition	2dS	graduation	gr2dS
cartage	krtg	omission	omS	formation	fmS
		repetition	rEptS		

When slightly sounded, **t** or **d** is omitted at the end of a word.

fact	f2k	insist	nz	mind	min
defect	dfEk	resist	rz	desist	dz
best	bEs	detect	DEk		

Ld shown by	L	
filled	f3L	building bLq killed k3L

Omit **d** when it precedes **m** or **v**.

admissible	2misb	adventure	msg3q
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GENERAL EXERCISE

formal	fml	punctual	pK	hesitation	hEstS
dental	dntl	baggage	bgj	ammunition	2munS
pithy	pT3	venture	vntr	extenuation	xtnuS
mutual	mutl	demand	dM	distinguish	dst
dotage	dotj	passage	p2sj	permission	PmS
consist	Kz	damage	dmj	amature	2m2cr
lunch	lnc	average	2vrj	massacre	m2skr
detest	DEs	creature	kreocr	estimation	Estms
picture	pktr	museum	musen	nomination	n4mnS
drown	drn	citation	sitS	visitation	v3stS
legion	lejn	genuine	jEnun	habitual	h2bt1
theory	Tere	prolong	PlG	foundation	fndS
rejoice	rjOs	resource	rs5s		

persist	Pz	purchase	Pc	announce	dscj
proper	PP	mistake	mst	discharge	2nns
benefit	bnf	purpose	Pp	detestation	DEsS
career	krer	agitation	2jtS	begrudge	bgrj

LESSON SEVEN

PREFIXES (REVIEW)

Al shown by	5	Sub shown by	B
Ul shown by	u		
almost	5mo	subdue	Bdu
also	5so	submit	Bm3t
ulcer	usR	substance	Bstns
ultimo	ut	subpoena	Bpn2

Con, Com, Coun, Cog, shown by K

For, Fore, Fur, shown by F

counsel	Ks3l	furnish	FnS
confess	KfEs	foresight	Fsi
competition	KptS	forearm	Frm
cognomen	KnoM	forgive	Fg3

Before t or d, Can is shown by K

candle	Kdl	cantaloupe	Kt2lp
candor	Kdr	candidate	Kddat

Em, Im, shown by m

En, In, Un, shown by n

Ex shown by x

Aux, Ox, shown by X

embers	mbrs	exceed	xed
imprint	mprnt	expel	xpl
enjoin	njOn	auxiliary	X3lW
unjust	nj6t	oxygen	X3j

Prefix forms **em, im, en, in, un**, are used only when a consonant follows the prefix. When a vowel follows the prefix, the initial vowel is used.

inner	3nR	unequal	6nekl	imagine	3m2j
enact	En2k	innate	3nat		

Insert the initial vowel in the negative form of words.

known	non	mortal	mRtl
unknown	6non	immortal	3mRtl
modest	m4dst	necessary	nEs
immodest	3m4dst	unnecessary	6nEs

GENERAL EXERCISE

ulterior	uter	furniture	Fn3tr	commence	KMns
contest	KtEs	confound	Kfnd	furthermore	FTm
confirm	Kf3m	convince	Kv3ns	furthermost	FTmo
engine	njn	convene	Kven	foreground	Fgrnd
emerge	emrj	conscious	KS6s	impossible	mp4s
invent	nvnt	emperor	mprrr	investigate	nvEsg
excess	xEs	embrace	mbras	forerunner	Frnr
further	FT	imperfect	mprf	consolidation	Ks4ldS
subsist	Bz	encourage	nkrj	consummate	Ks6mat
fortune	Ftn	emotion	emoS	impoverish	mp4v
furlong	FlG	immersion	3mRS	impression	mprES
common	KM	forenoon	Fn8n	conditionally	KdSI
combine	Kbi	sublease	Bles	commission	KmS
enchant	nont	although	5To	exaggerate	x2j
ultimate	utm	explosion	xploS	commotion	KoS
		ultimatum	utmatm	concussion	KkS

COMPOUND PREFIXES

Compounds may be formed by joining two or more simple prefixes.

unfortunate	nFtn	comfort	KFt
discontinue	dsKtnu	inform	nFm
misconduct	msKd6	conform	KFm
recompense	rKpns	unforseen	nFsen
inconsistent	nKz	unimpaired	n3mpad
inexpedient	nxdnt	encompass	nKp2s
noncontent	n2nKtn	incandescent	nKdEs
recommend	rKM	unaccounted	n2Kt
inconvenient	nKven	subconscious	BKS6s
incontestable	nKtEs	insubordinate	nBR
unconquerable	nKkr	excommunicate	xKmu

PREFIXAL ABBREVIATIONS

effort	EFt	country	Kt	connect	KEk
afford	2Fd	exercise	xr	individual	ndv
energy	nrj	command	KM	exchange	xc
except	sEp	compare	Kpr	committee	K3te
expect	xp	complete	Kp	confidence	Kf
explain	xpl	conclude	Kk	accomplish	2Kp
express	xpr	confident	Kf	commercial	KmrS
force	Fs	congress	Kg	independent	ndp
indeed	nD	economy	eKme	independence	ndp
subject	Bj	excellent	xl	communicate	Kmu
		excellence	xl	communication	Kmu
		commerce	KmR	conclusion	KkS

LESSON EIGHT

THE TR RULE

The characters . , ; - / are used in connection with certain letters to indicate prefixes and a following vowel; the remainder of the word following immediately after.

Abstr-	.a	abstract	.ak	abstruse	.as
Alter	/a	altercate	/akat	alternative	/anaV
Austr-					
ostr-	-a	Australia	-al6	ostracism	-azm
Centr-	/c	central	/cl	centralize	/clis
Constr-	.k	construct	.kk	constraint	.knt
Contr-					
counter	,k	contract	,kk	counteract	,k2k
Detr-	,d	detract	,dk	detriment	,dm
Distr-	.d	distract	.dk	distribute	.db
Electr-					
electric	/e	electric	/ek	electric-car	/ekr
Excl-					
Extr-					
exter	,x	extract	,xk	exclamation	,xmS
Instr-	-n	instruct	-nk	instrument	-nm
Intr-					
enter					
intel					
inter	,i	intricate	,ikat	intellect	,iEk
Later	/l	lateral	/ll	latter-day	/lda
Letter					
liter	-l	literary	-lre	literal	-ll
Matr-					
mater	/m	matrimony	/mmo	material	/ml
Metr-	-m	metric	-mk	metropolis	-mp
Nitr-	.n	nitrate	.nt	nitrogen	.nj

Nutr-	;n	neutral	;nl	nutrition	;nS
Obstr-	;o	obstruct	;ok	obstreperous	;oPs
Patr-					
pater	/p	patriot	/p5t	paternal	/pnl
Petr-					
peter	-p	petrol	-pl	petrify	-pfi
Restr-	-r	restrict	-rk	restraint	-rnt
Retr-	.r	retract	.rk	retrograde	.rgra
Ultra	.u	ultra-violet	.uvil	ultramarine	.um2r

GENERAL EXERCISE

centrifugal	/cf	maternal	/mnl	retrieve	.rv
contravene	,kven	nutriment	;nm	distrust	.dst
contraction	,kks	petroleum	-plEm	internal	,nnl
intelligence	,ij	contradict	,kd	interest	,ns
extradition	,xds	alternation	/anS	contrast	,ks
contrivance	,kvns	retribution	.rbS	interrupt	,i6p
extravagant	,xv	retraction	.rkS	interview	,iv
international	,inAS	restriction	-rkS	contribute	,kb
countermand	,kM	instruction	-nkS	extremely	,xmY
electric light	/eli	letterpress	-lpr	ostrich	-aj
extraordinary	,xR	enterprise	,ipris	pattern	-pn
deterioration	,dRS	electricity	/es	control	,kl
metropolitan	-mptn	intelligent	,iJ	exclude	,xd

COMPOUND DISJOINED PREFIXES

These are obtained by joining syllables such as **un**, **in**, **dis**, **non**, to the regular prefixes. The character used before the disjoining sign, indicates the primary prefix.

uninteresting	n, isq	uncontrolled	n, kl
reconstruction	r. kkS	incontrovertible	n, kvrt
misinterpret	m, ip	unrestrained	n-rnd
illiterate	3-lt	redistribution	r. db
eccentric	x/ck	disinterested	d, ist
concentration	K/cS	uninterrupted	n, i6p
nonintervention	n, ivnS	unintelligent	n, iJ
unalterable	n/ab	unintellectual	n, iEk
compatriot	K/p5t	indestructible	n. dk
inextricable	n, xk	immaterial	3m/ml

DERIVATIVES OF WORDS THAT END IN 'CT'

active	AkV	instructor	-nkr
affected	2fkD	contracted	, kkt
effected	fkD	restrictive	-rkv
detected	DEkD	contractor	, kkr
effective	fkV	instructive	-nkV
detective	DEkV	constructed	. kkt
defective	dfEkV	contractive	, kkV
detracted	, dkD	constructor	. kkr
extracted	, xkD	unretracted	n. rkt
instructed	-nkD	constructive	. kkV

LESSON NINE

PREFIXES

SIMPLE AND DISJOINED

These are indicated by characters as shown.

Aggra-e-i , a	Multi , m	Magna-e-i (or Mc.) ; m
Anta-e-i ; a	Over , o	Self, Circu-m C
Incli-e-u I	Para ; p	Short or Ship H
Decla-i ; d	Post , p	Super, Supre. , s
Hydra-o , h	Trans -t	Suspe, Suspi, Suscep. Z
Recla-i ; r	Under U	

GENERAL EXERCISE

selfish CS	shorthand Hnd	multitude , mt8
incline In	shipwreck HrE	overcome , ok
declare ; dr	antagonist ; ag	postal card , pk
decline ; dn	suspicion ZS	paragraph ; pg
reclaim ; rm	susceptible Ztb	declined ; dnd
recline ; rn	multiform , mfm	magnanimus ; mm
overdue , od8	understand Ustn	superlative , slaV
hydrant , hnt	underneath UneT	hydropathy , hpTe
suspect Zk	superficial , sf3S	hydrophobia , hfob
postal , pl	hydraulic , hl	overthrow , oTro
parasite ; psit	supervise , svi	inclemency IMse
parallel ; pl	suspense Zns	antipathy ; apTe
supreme , sm	transfer -tf	aggregate , agat
postman , pM	suppress , ss	aggravate , avat
postage , pg	postpone , ppn	circulation ClaS
superior , sR	post-office , p5	circumvent Cvnt
aggrieve , av	antidote ; adt	transaction -t2kS
overtake , ot	aggression , aS	translation -tlS
inclined Ind	self-evident CEv	transcend -tnd

agriculture	,ak	overcharge	,ocj
aggressive	,asv	paraphrase	;pfra
anticipate	;as3p	superfluous	,sf
antecedent	;asnt	superintend	,sntn
inclination	InS	supercilious	,ss3l
hydrogen	,hj	overbalance	,ob2l
magnesia	;mS	hydrocarbon	,hkrb
underscore	Uskr	antediluvian	;ad3l
underwrite	Uri	overestimate	,oEstm
paramount	;pm	undercurrent	Ukrn
supremacy	,smse	aggregation	,agS
shipshape	HSa	self-sufficient	Cs6f
suspension	ZnS	circumstance	Cstns
magnificent	;mf	circumference	Cf
transition	-t3S	transformation	-tfmS
self-esteem	Cstm	superabundant	,s2b
transport	-tpr	self-improvement	Cmpr

COMPOUND PREFIXES

unselfish	nsS	disinclination	dsInS
self-control	C,kl	untransparent	n-tpar
self-interest	C,is	untransferable	n-tfr
unsuspicious	nZSs	untranslatable	n-tlat
unsuspected	nZk	electromagnet	/e;m
untransacted	n-t2k	self-contradiction	s,kdS
unsusceptible	nZtb		

LESSON TEN

AFFIXES

SIMPLE AND DISJOINED

Cribe ;k	Quest ;q	Able, Ible, Ble. b
Ciency .c	Quire .q	Cription ;c
Ful f	Quisite ,q	Flect, Flict. ,f
Jure J	Self s	Flection, Fliction. .f
Less l	Selves V	Fully F
Ment m	\$ult ;s	Fulness ;f
Ness N	Sume -s	Lessness ;l
Pire ;p	Sure .s	Position /p
Ple p	Worth ,w	Putation ,p
Pose .p	Worthy ;w	Tient, Cient. ;t
Pute ;u		Tion, Sion. S

GENERAL EXERCISE

audible 5db	assure 2.s	foment fomt
conquest K;q	ample 2mp	notable notb
exquisite x,q	noble nob	describe ds;k
requisite r,q	afflict 2,f	littleness 13tN
himself h3ms	reflect r,f	hardness hrdN
yourself us	artless rtl	affliction 2.f
lateness latN	lament 12m	prescribe prs;k
assume 2-s	insult n;s	reflection r.f
gladness gln	inquire n.q	thoughtful T5tf
measure m.s	require r.q	amusement 2musm
perjure PJ	esquire Es.q	prescription prs;c
raiment ram	result r;s	description ds;c

NOTE:- WHEN 'MENT' IS PRECEDED BY A VOWEL, IT IS FREQUENTLY ADVISABLE TO WRITE THE WORD IN FULL, AS IN 'FOMENT'.

tangible	tnjb	resume	r-s	sadness	s2dN
inscribe	ns;k	aspire	2s;p	madness	m2dN
respire	rs;p	injure	nJ	wireless	irl
inspire	ns.p	conspire	Ks;p	fearless	ferl
sample	s2mp	acquire	2.q	slowness	sloN
trouble	trb	cement	semt	fairness	farN
example	x2mp	request	r;q	suitable	s8tb
consume	K/s	inflict	n,f	horrible	h5rb
moment	mom	conflict	K,f	watchful	wAcf
comment	Knt	consult	K;s	peaceable	pesb
eatable	etb	expose	x.p	ourselves	rV
payable	pab	suppose	s.p	exposition	x/p
laudable	l5db	oppose	o.p	themselves	TmV
dispute	ds;u	depose	d.s		

achievement	2cvm	investment	nvEsm
defacement	dfasm	irritable	3rtb
ornament	Rn2m	supposition	s/p
seasonable	znb	opposition	4/p
admissible	2misb	proposition	P/p
attainable	2tnb	deposition	d/p
assignable	2sinb	decompose	dK.p
incomparable	nKprb	reputation	r,p
endurable	ndrb	computation	K,p
transcribe	-t;k	disputation	ds,p
transcription	-t;c	yourselves	uV
inscription	ns;c	pressure	pr.s
confliction	K.f	efficient	ef3;t
wonderful	w6nf	deficient	df3;t
successful	s6kf	deficiency	df3.c
thoughtless	T5tl	proficiency	Pf3.c
noteworthy	not;w	appointment	Om

passion p2S
 patient pa;t
 ancient an;t
 efficiency Ef3s.c
 Harmsworth hrms,w
 Ainsworth ans,w
 praiseworthy pras;w
 trustworthy trs;w
 joyfulness j0;f
 worthlessness ,w;l
 feebleness febN
 hopefulness hop;f
 imputation m,p

heedlessness hed;l
 fearlessness fer;l
 breathlessness brET;l
 hopelessness hop;l
 fearlessly ferlY
 impatiently mpa;tY
 actionable 2kSb
 fashionable f2Sb
 missionary m3SW
 consultation K;sS

thoughtfulness T2t;f
 playfulness pla;f
 hopefully hopF
 thoughtfully T3tF
 playfully plaF
 lowness loN
 harden hrdn
 sadden s2dn
 madden m2dn
 loan lon
 impose m.p
 imposition m/p
 impute m;u

indescribable nds;kb
 measurable mE.sb
 immeasurable 3mE.sb
 requirement r.qm
 acquirement 2.qm
 momentary momW
 trustworthiness trs;wN
 complimentary KplmW
 elementary ElemW
 supplementary splEmW

LESSON ELEVEN

AFFIXES

These are indicated by characters as shown.

Acle, Icle, Ical.	-i	Ification	;i	Itis	.i
Bility	,b	Ingham	;z	Ship	H
Grim, Gram.	,g	Ingly	,z	Mental, Mentality.	.m
Hood	.h	Ington	.z	Ward	.w

specification	spEs;i	backward	bk.w
modification	m4d;i	knowingly	no,z
notification	not;i	Washington	W5S.z
edification	Ed;i	Kensington	kns.z
ratification	r2t;i	Dillingham	d3l;z
ownership	onrH	ability	2,b
friendship	frH	feasibility	fes,b
workmanship	rkMH	monogram	mn,g
hardship	hrdH	experimental	xpr.m
authorship	5TrH	fundamental	fnd.m
tentacle	tnt-i	childhood	cil.h
medical	md-i	likelihood	lkY.h
classical	kls-i	homeward	hm.w
chronicle	krrn-i	downward	dn.w
appendicitis	2pnd.i	forward	f.w
meningitis	Mj.i	afterwards	2f.ws
tonsillitis	tnsl.i	towards	t.ws

Ulate shown by ,u

In forming derivatives, the other characters are added.

emulate	m,u	insulate	ns,u
emulative	m,uV	modulate	md,u

speculator	spk,ur	modulated	m4d,uD
speculative	spk,uV	insulation	ns,uS
speculated	spk,uD	insulator	ns,ur
speculation	spk,uS	formulate	fm,u

GENERAL EXERCISE

signification	sg;i	willingly	l,z
classification	kls;i	appallingly	2p5,z
mortification	mrt;i	meaningly	men,z
indemnification	ndm;i	soothingly	s8T,z
certification	srt;i	warningly	wrn,z
lettergram	l,g	pleadingly	pled,z
phraseogram	frs,g	cheerily	cr,z
epigram	Ep,g	longingly	lG,z
cablegram	kb,g	exceedingly	xed,z
sentimental	snt.m	grudgingly	grj,z
knighthood	ni.h	Millington	m3l.z
northward	n.w	Farmington	frm.z
southward	s.w	Warrington	w5.z
awkward	5k.w	Rockingham	r4k;z
reward	r.w	plausibility	pl5s,b
physical	fs-i	nobility	no,b
musical	mus-i	sensibility	sns,b
technical	tkn-i	advisability	vis,b
ethical	T-i	legibility	lEg,b
magical	mj-i	desirability	dsi,b
periodical	ped-i	affability	2f,b
stimulate	stm,u	qualification	k4;i
stimulated	stm,uD	gratification	grt;i

stipulate st3p,u
 cumulative K,uV
 manipulate M3p,u
 manipulation M3p,uS
 populated p4p,uD

expostulate xp4s,u
 regulate rEg,u
 matriculate m2k,u
 preambulate P2mb,u
 formulated fm,uD

LESSON TWELVE

AFFIXES

-city, -lity, -mity, -nity, -rity,
 -rnity -vity, with or without a preceding vowel,
 are shown by the characters indicated.

Acity, etc. ,c
 Ality, etc. ,l
 Amity, etc. ,m
 Anity, etc. ,n

Aurity, etc. ,r
 Avity, etc. ,v
 Ernity, etc. ,e

trinity	tr,n	popularity	p4p,r	tenacity	tn,c
affinity	2f,n	prosperity	Psp,r	calamity	k2l,m
utility	ut,l	pomposity	p4mp,c	urbanity	rb,n
felicity	fel,c	proximity	Px,m	brutality	br8t,l
eternity	et,e	fraternity	fr2t,e	majority	m2j,r
nativity	n2t,v	taciturnity	t2st,e	depravity	dpr,v
frivolity	fr3v,l			sublimity	B1,m

-Tic, with a preceding vowel shown by C
 -Tical, with a preceding vowel shown by /t
 -Tically, with a preceding vowel shown by .t

systematically **z.t**
 political **pol/t**
 theoretical **TR/t**
 theoretically **TR.t**
 grammatical **,g/t**
 automatical **5tm/t**
 automatically **5tm.t**

politic **p4lC**
 politics **p4lCs**
 energetic **nrjC**
 energetically **nrj.t**
 hypnotic **h3pnC**
 systematic **zC**
 systematical **z/t**

-Stic, with a preceding vowel shown by **,t**

artistic **'rt,t**
 atheistic **aT,t**

domestic **dm,t**
 elastic **el,t**

-Ntic, with a preceding vowel shown by **/n**

Add needed characters to form derivatives.

frantic **fr/n**
 frantically **fr/nI**

authentic **5T/n**
 gigantic **jig/n**

Egraph, Igraph, shown by **,e**

Egraphy, Igraphy, shown by **;e**

Add needed characters to form derivatives.

telegraphy **tl;e**
 telegrapher **tl,eR**

telegraph **tl,e**
 calligraph **k2l,e**

Ograph shown by **/o**

In forming derivatives, the other characters are added.

phonograph **fn/o**
 typograph **tip/o**
 photography **ft/oe**
 stenography **stn/oe**
 stenographer **stn/oR**
 phonographer **fn/oR**

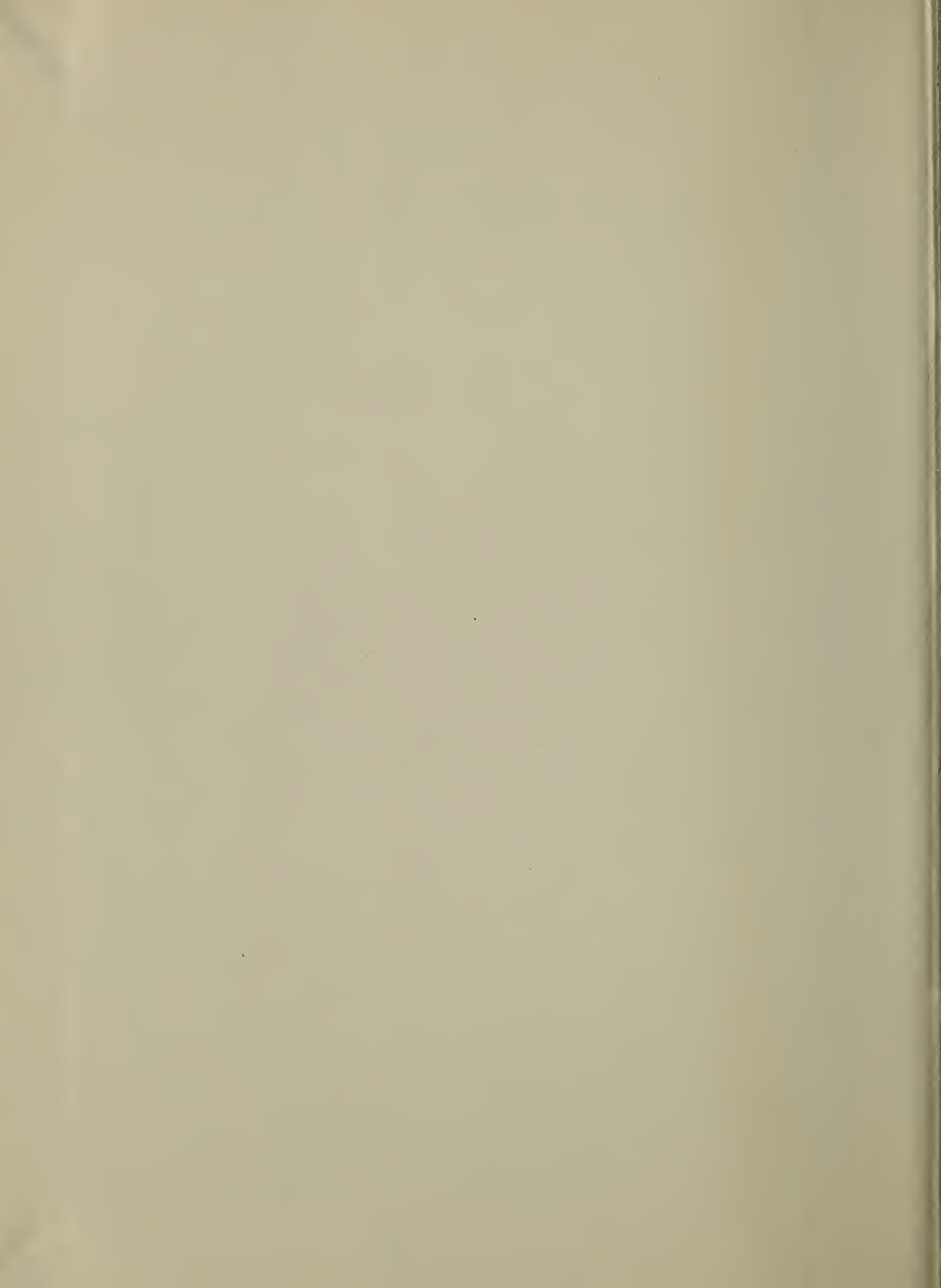
lithograph **l3T/o**
 lithography **l3T/oe**
 lithographer **l3T/oR**
 photograph **ft/o**
 lithographic **l3T/ok**

-logy, -logical, with a preceding vowel shown by .l Add e to show -logically, s to show -logist, n to show -logian.

theology	Te.l	analogy	2n.l
theologically	Te.le	genealogically	jEn.le
theologist	Te.ls	geologist	j.ls
theologian	Te.ln	pathologist	pT.ls

GENERAL EXERCISE

singularity	s3Gu,r	theoretically	Ter.t
solidarity	s5l3d,r	romantically	roM.t
regularity	rEg,r	photographic	ft/ok
familiarity	f2m,r	photographer	ft/or
temerity	tm,r	phonography	fn/oe
minority	M,r	stenographic	stn/ok
authority	5T,r	autographed	5t/ot
security	sek,r	mimeograph	Me/o
reality	re,l	geography	j/oe
phonetic	fnC	geographical	j/o-i
tautology	t5t.l	physiologically	f3s.le
criminality	kr3M,l	psychological	sik.l
mortality	mor,l	ornithology	RnET.l
fidelity	f3d,l	chronological	kr5n.l
versatility	vRst,l	analogically	2n.le
garrulity	gr,l	entomology	ntm.l
mendacity	Md,c	entomologist	ntm.ls
loquacity	lok,c	phrenologist	frEn.s
publicity	pb,c	Christianity	kr3sc,n
divinity	dv,n	extremity	x,m
femininity	fEM,n	journalistic	jRn,t
automatic	5tmC	technicality	tEkn,l
critical	kr/t	pneumatic	numC
critically	kr.t	nationality	n2S,l
critic	krC	punctuality	pK,l







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